



Independent Schools
Examinations Board

PARENT GUIDANCE FOR COMPLETING THE REGISTRATION FORM

The information below will help you to complete the registration form for your son or daughter to sit the Common Entrance examinations. Please read it carefully.

Please note that you do not need to complete this form if your son or daughter is being registered for Common Entrance by his/her prep school; if in doubt, please contact the school to check.

Please note the opening and closing dates for registration:

Session	Examination	Opening date	Closing date
Autumn (November)	11+/13+	2 July	1 October
Spring (January)	11+/13+	2 October	1 December
Summer (May/June)	13+	2 December	1 March

When completing the registration form, please ensure that you have considered the points below:

- Please check that your chosen senior school uses the Common Entrance examination as part of its admission process; some independent senior schools set their own entrance examinations.
- You must register your son or daughter with your chosen senior school/s, to **ensure that a place is available**, before submitting the registration form to ISEB.
- Please supply the name of only the **first choice** senior school on the registration form.
- It is your responsibility to locate and organise a sitting centre for your child to sit the examinations. This might be your child's current school, a local school which conducts the Common Entrance examinations, or a tutorial centre. You should ensure that your chosen senior school is happy with the arrangements you have made. You should also ensure that the sitting centre has agreed to administer and invigilate the examinations, before the registration form is submitted to ISEB for processing.
- Your chosen senior school will advise you which subjects and levels they expect your child to take (see subject key below). Where there is a choice of levels, you should select only **one** subject level for each subject. It is imperative that the list of subjects and levels provided to ISEB is accurate or your child may sit the wrong papers.

- If you need to make changes to the registration details after you have submitted the form (such as choice of first choice senior school or subjects/levels), please [email](#) ISEB as early as possible; you may incur a charge for a late change.
- The [examination fee](#) should be provided with the registration form. You can pay by credit card, cheque or bank transfer (details on request). Please make cheques payable to ISEB Ltd or telephone with credit card details once the registration form has been received by ISEB.
- Once registered, your child's name will appear on the relevant senior school list the next day.

FURTHER INFORMATION

Examination papers are dispatched directly to the sitting centre approximately two weeks prior to the examination taking place. Overseas parcels are sent by DHL. You are advised to check with the sitting centre that the papers have been received and are being stored securely.

For 11+, the core subject papers (English, maths and science) are sent automatically. However, some schools may not require your son or daughter to sit all three subjects. Please ensure that the sitting centre is aware of which subjects your child needs to take.

The examination [timetable](#) must be strictly adhered to.

Completed examination papers are sent by the sitting centre by secure post directly to the senior school for marking at the end of the day on which the examination is taken. Papers are always sent to the **first choice** senior school for marking. If your son or daughter is unsuccessful in gaining entry to their first choice school, then you can request that the papers be forwarded to an alternative senior school which has a place available. Both the first choice and second choice school need to be made aware of this arrangement before your child sits Common Entrance.

Senior schools are asked to inform parents of the results of the examinations on the Friday (13+) or Saturday (11+) of the week following the examinations. Any queries regarding the results should be taken up with the senior school which completed the marking.

REGISTRATION CHECKLIST

Have you provided the following essential information?

Parent details, including email address	<input type="checkbox"/>
Examination session	<input type="checkbox"/>
Year of examination	<input type="checkbox"/>
Full name of candidate	<input type="checkbox"/>
Name of first choice senior school	<input type="checkbox"/>
Subjects/levels required (advised by senior school)	<input type="checkbox"/>
Full sitting centre details	<input type="checkbox"/>
Name and email address of sitting centre contact responsible for the examination	<input type="checkbox"/>
The fee (paid in accordance to the instructions in this guide)	<input type="checkbox"/>

KEY FOR COMMON ENTRANCE PAPERS

English, Mathematics and Science are compulsory; other subjects are optional, unless specified by the senior school.

11+

- A English
- B Mathematics
- C Science

13+

- E English Level 1
- A English Level 2
- N Mathematics Level 1
- B Mathematics Level 2
- M Mathematics Level 3
- I Science Level 1
- C Science Level 2
- D German*
- V French Level 1
- F French Level 2
- G Geography
- H History
- L Latin Level 1
- J Latin Level 2
- K Latin Level 3
- O Classical Greek Level 1
- Q Classical Greek Level 2
- R Religious Studies Syllabus A
- P Religious Studies Syllabus B
- T Spanish Level 1
- S Spanish Level 2

* German examinations are offered for the summer session only

If you have any queries about the registration process which are not answered in these notes for guidance, please email enquiries@iseb.co.uk or call 01425 470555.